

TRANSCRIPT ORDER

SUPERIOR COURT

DISTRICT COURT

_____, ss.

Location _____

Docket No. _____

Docket No. _____

v. _____

Plaintiff/State Attorney _____ Defendant Attorney _____
 & Address _____ & Address _____

REASON FOR TRANSCRIPT: (If the reason for the transcript is for purposes of appeal, this form must be filed at the same time as the Notice of Appeal.)

- ☐ Appeal: ☐ Superior Court ☐ Law Court ☐ Sentence Review Panel
☐ Reference: (Please specify) _____

(Please check the box that best describes the type of action and check the appropriate box if the defendant is incarcerated and cannot make bail.)

CIVIL:

- | | | |
|---|--|---|
| <input type="checkbox"/> General Civil | <input type="checkbox"/> Special Actions | <input type="checkbox"/> Civil Violation |
| <input type="checkbox"/> Land Use Enforcement | <input type="checkbox"/> Money Judgments | <input type="checkbox"/> Child Protective Custody |
| <input type="checkbox"/> Family Matters | <input type="checkbox"/> Forcible Entry & Det. | <input type="checkbox"/> Mental Health Actions |
| <input type="checkbox"/> Divorce | <input type="checkbox"/> Real Estate | <input type="checkbox"/> Protection Abuse/Harass |
| <input type="checkbox"/> Paternity | <input type="checkbox"/> Small Claims | |

CRIMINAL:

- ☐ Murder
☐ Felony Charge (A, B, or C)
☐ Misdemeanor Charge (D or E)

JUVENILE:

- ☐ Murder
☐ Felony Charge (A, B, or C)
☐ Misdemeanor Charge (D or E)

☐ Defendant is incarcerated and cannot make bail on this case.

PAYMENT INFORMATION:

- ☐ Transcript will be paid for with private funds.
☐ Defendant/Respondent has been determined indigent by the trial court.
☐ Defendant/Respondent has filed a Motion for Transcript at State expense.
☐ Transcript will be paid for from Government Agency funds.

(See reverse side for instructions)

Indicate below each proceeding you request transcribed in the above case.

COUNSEL MUST PROVIDE SPECIFIC INFORMATION FOR EACH HEARING TO BE TRANSCRIBED.

Except as otherwise designated, trial transcripts shall include testimony, bench conferences and the charge to the jury.

HEARING DATE	PROCEEDING (Trial/Sentencing/Motion, Etc.)	Court Reporter/Elec. Recording Tape & Index No.
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

Print Name of Person Ordering Transcript _____

Address _____

City/Town _____ State _____ Zip _____

Telephone No. _____

Signature of Person Ordering Transcript _____ Date _____

OFFICE USE ONLY

DCO: _____

ERD: _____

Reporter: _____

Date Filed: _____

Place Filed _____

No. of Pages: _____

Signature & Title of Official Receiving Transcript _____

Date transcript received _____

INSTRUCTIONS FOR ORDERING TRANSCRIPTS

The charge for transcripts of any court proceedings shall be \$3.00 per transcript page for an original and one copy. Each additional copy shall be charged at the rate of \$.50 per transcript page.

Rates for expedited transcripts: See Administrative order published in the Maine Rules of Court.

A **DEPOSIT** of the total estimated cost of the transcript to be prepared shall be paid to the Official Court Reporter or the Electronic Recording Division prior to commencement of preparation of the transcript. The ordering party will be notified of the deposit due.

INDIGENT DEFENDANTS: Rule 27(d) of the Maine Rules of Criminal Procedure provide, "Upon appropriate motion, the court shall direct that the State bear any expense for listening to recordings by or preparation of a transcript for indigent defendants." Transcript Orders submitted under this rule must include a Motion for Preparation of Transcript at State Expense granted by the court. Please use the motion printed below.

Include all the information requested on the form or the form will be returned for completion. The order must be signed by the requesting party who will be responsible for the bill unless determined indigent. File the completed transcript request form with the clerk of court.

APPEAL ORDERS: When a transcript is ordered for inclusion in an appeal, the order must be filed with the clerk of the Superior or District Court at the time the Notice of Appeal is filed. Once completed, the original of the transcript will be filed with the appropriate court and a copy of the transcript will be mailed to the ordering party.

REFERENCE ORDERS: When a transcript is ordered for reference purposes, the order form must be filed with the clerk of court who will then forward it to the Official Court Reporter and/or Electronic Recording Division.

The Official Court Reporter and/or the Electronic Recording Division will not accept responsibility for delay of transcript production nor for securing extensions when the ordering party fails to comply with the established practices and procedures for ordering transcripts.

SUPERIOR COURT
_____, ss.
Docket No. _____

Do not detach

DISTRICT COURT
Location _____
Docket No. _____

v. / In Re:

MOTION FOR TRANSCRIPT AT STATE EXPENSE

On behalf of _____, the undersigned moves for preparation of the transcript at State expense for the following reason(s):

Date: _____

Attorney / Ordering Party

On the foregoing motion, it is Ordered that the transcript(s) as listed in the Transcript Order (shall) (shall not) be prepared at State expense.

Date: _____

Judge/Justice